

**INDIANA STATE DEPARTMENT OF TOXICOLOGY
TOXICOLOGY ANALYSIS REQUEST INSTRUCTIONS**

Investigating Officer:

1. Fill out the "Toxicology Analysis Request" form completely and legibly.
2. Witness the collection of the samples.
 - a. Blood should be collected in a gray-top tube.
 - b. Check the tube expiration date prior to collection of sample.
 - c. Urine should be collected in the specimen bottle provided in the ISDT kit or other suitable container.
3. Label each sample container with the following information:
 - a. Name of subject
 - b. Collector initials
 - c. Date of collection
 - d. Time of collection
 - e. Witness initials (investigating officer)
4. Return filled blood tubes to the holder.
5. Place the holder and filled urine bottle into plastic zip-lock bag.
 - a. DO NOT remove liquid absorbing sheet from plastic bag
6. Affix evidence seal to zip-lock bag and return bag to kit box.
7. Place completed "Toxicology Analysis Request" form in kit box.
8. Re-assemble kit box and affix biological specimen labels where indicated on ends of box.
9. Affix biological hazard sticker to marked position on top of box.
10. Send specimens to:

INDIANA STATE DEPARTMENT OF TOXICOLOGY
550 W. 16th Street, Suite A
Indianapolis, IN 46202-2203

Specimen Collector Notes:

1. Follow appropriate clinical protocol for sample collection.
2. Use non-alcohol disinfectant to sterilize the skin collection site.
3. If blood specimen collected with a syringe – add sample to blood tube by inserting needle directly through the stopper – do not remove the stopper.
4. Invert blood tubes at least 5 times to ensure proper mixing of the anticoagulant – do not shake vigorously.